

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

TRAFFIC TECHNICIAN

JOB DESCRIPTION

Employees in this job participate in, and oversee the performance of a variety of activities designed to enhance highway safety and user efficiency through the collection, analysis, and application of traffic and highway safety data and principles to specific traffic control, signing, signaling and marking situations.

There are five classifications in this job.

Position Code Title – Traffic Technician-E

Traffic Technician 8

This is the entry level. The employee works in a learning capacity performing a range of traffic technician assignments under close supervision.

Traffic Technician 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of traffic technician assignments.

Traffic Technician E10

This is the experienced level. The employee performs a full range of traffic technician assignments, and uses considerable independent judgment to interpret and apply policies and procedures with considerable latitude to specific work situations.

Position Code Title – Traffic Technician-A

Traffic Technician 11

This is the advanced level technician. The employee serves as either a lead worker responsible for overseeing the work activities of other traffic technicians, or as a senior worker, performing the most complex traffic technician assignments. Senior level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

Position Code Title – Traffic Technician-SS

Traffic Technician 12

This is the staff specialist level. The employee utilizes specialized technical knowledge in performing highly complex traffic technician assignments involving authority for an assigned program. Staff specialist positions have sole and full time responsibility for an assigned program area, and are recognized through approval by Civil Service.

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NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Develops and revises design guides and procedures for highway facilities by observing traffic operations, and analyzing accidents, locations, and conditions.

Recommends and draws up sample changes in standards and specifications for geometric design guides, signs, and signals.

Prepares traffic plans for construction projects, including plans for both construction and permanent signs and markings.

Prepares quality sheets, authorizations, and cost estimates for roadway improvements and sign or signal projects.

Reviews preliminary and final construction plans in terms of traffic operations, construction staking and signing, geometric design, final signing, signals, pavement marking, and reflective systems.

Calculates span loading, heights, timing cycles, and electrical energy usage on electrical signal projects.

Prepares layouts for geometric modifications to meet operational and safety requirements.

Prepares detailed designs, drawings, or strip maps for roadway improvements and control devices.

Recommends and prepares possible design treatments and placement of control devices.

Performs on-site field investigations to determine the adequacy of signing and pavement marking.

Conducts field reviews to insure conformance to guidelines and proper installation of signing, as well as inspections during and after installation.

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Conducts field investigations on problem locations; takes measurements, prepares sketches, and recommends remedial action.

Contacts a variety of private and public agencies as well as the public to gather and exchange information.

Prepares computer inventory of existing and proposed signing data, quantities, and field engineering for sign upgrading contracts.

Performs certification of contracting equipment and materials to assure conformance to existing departmental guidelines.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Traffic Technician 11 (Lead Worker)

Schedules work assignments, determines work priorities, and oversees the work of lower level traffic technicians.

Explains work instructions and develops methods and procedures to meet required needs.

Oversees and assures the work quality and quantity by requiring strict adherence to established methods and procedures.

Trains lower level traffic technicians.

Traffic Technician 11 (Senior Worker)

Performs on a regular basis traffic technician assignments, which are recognized as the most complex.

Traffic Technician 12

Exercises independent authority and responsibility for assigned program area.

Serves as recognized expert within program area, and provides technical assistance and training to other departmental staff and local government agencies.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level.

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Knowledge of the principles and practices of traffic technology as applied to operations, geometries, research, and safety.

Knowledge of sign and signal design, installation, and maintenance.

Knowledge of current traffic design standards, policies, and procedures.

Knowledge of the methods of investigating and analyzing traffic and safety conditions.

Knowledge of highway geometric design, including application and operation.

Knowledge of topographical layouts and methods of obtaining them.

Knowledge of trigonometry, geometry, and general mathematics used in the work.

Knowledge of standard drafting instruments and their use.

Knowledge of nomenclature and conventional drafting symbols.

Ability to apply current design standards, policies, and procedures to work projects.

Ability to read and interpret traffic design and construction plans and specifications.

Ability to analyze traffic patterns and recommend corrective measures.

Ability to prepare various traffic documents, such as plans, specifications, and cost estimates.

Ability to evaluate traffic safety devices and prepare cost estimates and work orders.

Ability to make mathematical calculations related to the work.

Ability to understand and carry out detailed, technical instructions.

Ability to maintain effective working relationships with private, public, local, state, and federal personnel as well as other department personnel.

Ability to maintain records and prepare reports relative to the work.

Ability to maintain favorable public relations.

Ability to communicate effectively.

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Additional Knowledge, Skills, and Abilities

Traffic Technician 11 (Lead Worker)

Ability to explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

Traffic Technician 11 (Senior Worker)

Ability to perform the most complex traffic technician assignments.

Traffic Technician 12 (Staff Specialist)

Some knowledge of the programmatic and developmental aspects of assigned program area.

Ability to organize and operate assigned program.

Ability to adapt new technology and methods to increase program effectiveness.

Working Conditions

Depending on seasonal workloads and/or agency need employees of the Department of Transportation may be temporarily assigned some duties typical of other construction related technician classifications. In such instances, credit for examination and employment list qualification purposes will be granted.

Work is performed both in a normal office setting and in the field.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors as well as in an office or outdoors.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work where there is a significant chance of injury.

Some jobs require travel.

Physical Requirements

The job duties require an employee to walk and stand for long periods.

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Education

Possession of an associate's degree in civil technology.

Experience

Traffic Technician 8

No specific type or amount of experience is required.

Traffic Technician 9

One year of experience as a traffic technician.

Traffic Technician E10

Two years of experience as a traffic technician.

Traffic Technician 11

Three years of experience as a traffic technician, including one year as a Traffic Technician E10.

Traffic Technician 12

Two years of experience as a Traffic Technician E10.

OR

One year of experience as a Traffic Technician 11.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

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Job Code Description

Traffic Technician

Position Title

Position Code

Pay Schedule

Traffic Technician-E

TRAFTCHE

L32-006

Traffic Technician-A

TRAFTCHA

L32-012

Traffic Technician-SS

TRATCHSS

L32-013